

**NO FAXED APPLICATIONS ACCEPTED**

**JOB OPPORTUNITY**

**April 21, 2006**

Posting Date

**MASSACHUSETTS TRIAL COURT**

Job Description and Qualifications

for

**Assistant Electronic Monitoring (Elmo) Coordinator Series**

**\*MIDNIGHT TO 8 SHIFT\***

All Applications must be received by: **May 4, 2006**

**POSITION SUMMARY:**

Working within the Office of the Commissioner of Probation (OCP), the Assistant Elmo Coordinator is responsible for monitoring individuals placed on the Massachusetts Probation Services Electronic Monitoring Program (EMP/GPS). The Assistant Elmo Coordinator shall be available to respond to local probation staff relative to the operation of the EMP/GPS. The position title above the entry level performs more varied and complex work. Employees are hired at the entry level and are eligible for reclassification to the higher level position title within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy. The Electronic Monitoring Program (EMP/GPS) is a 24 hour/7 day a week program. The successful candidate must be available to work night and weekend shifts as the operational needs of the program require. The successful candidate must be available to work extended shifts when it is required to maintain continuous coverage during shift changes.

**ORGANIZATIONAL LEVELS:**

**Assistant Elmo Coordinator I:** This is the entry level position title within this series. Employees are expected to perform the full range of entry level duties and to train for the higher level.

**Assistant Elmo Coordinator II:** This is the second level position title within this series. Employees are expected to perform more complex work which requires more knowledge of policies and the exercise of more independent judgement.

**MAJOR DUTIES:**

**Assistant Elmo Coordinator I Duties:**

Maintains schedules of offenders. Reviews and changes schedules within established guidelines.

Investigates and responds to minor violations or violations caused by equipment failure or a false positive reading. Notifies the appropriate Chief Probation Officer.

Answers routine inquiries from court and other public safety personnel regarding availability of the EMP/GPS.

Collects relevant data on resources and referrals, maintains data bases, prepares reports on a regular basis, attends all scheduled meetings and presents accurate accounts of an information regarding the EMP/GPS process.

Maintains contact and develops working relationships with local probation departments and outside agencies as needed.

Maintains accurate and reliable records.

Prepares statistical and narrative reports for Program Manager and Electronic Monitoring Coordinator.

Performs related duties as required.

#### **Assistant Elmo Coordinator II Duties:**

Investigates and responds to more serious violations. Notifies the appropriate Chief Probation Officer.

Assists in deployment of Electronic Monitoring equipment.

Answers complicated inquires from court and other public safety personnel regarding availability of th EMP/GPS.

Assists in preparing training materials and in the actual training of court staff.

Prepares more detailed and major reports.

Performs special projects as needed.

Performs all of the duties of the entry level position title.

### **POSITION REQUIREMENTS**

#### **Assistant Elmo Coordinator I Requirements:**

Associates Degree in business administration, public administration of social services or related field from an accredited college or university, or equivalent combination of education and experience.

Knowledge of and ability to use personal computers and related software including Excel and Corel WordPerfect for Windows and Microsoft Office 2000.

Ability to maintain accurate records.

Ability to establish work priorities and work independently.

The Electronic Monitoring Program (EMP/GPS) is a 24 hour/7 day a week program.

The successful candidate must be available to work night and weekend shifts as the operational needs of the program require. The successful candidate must be available to work extended shifts when it is required to maintain continuous coverage during shift changes.

**Assistant Elmo Coordinator II Requirements:**

A minimum of three years of experience as an Assistant Elmo Coordinator I.

Considerable knowledge of the probation service and standards of the Electronic Monitoring Program.

Knowledge of and ability to use personal computers and related software including Excel and Corel WordPerfect for Windows and Microsoft Office 2000.

Demonstrated ability to investigate violations to differentiate between minor and serious violations and to respond appropriately.

Demonstrated ability to develop and maintain effective working relationships with court officials and outside agencies.

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**SALARY:** \$39,268.91

**Completed applications should be forwarded to:**

**Director of Personnel  
Office of the Commissioner of Probation  
One Ashburton Place, Rm 405  
Boston, MA 02108**

**AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**